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Director of Training

3 September 1952

Acting Chief, Support Staff

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Weekly Activity Reports

1. There are attached the weekly reports from various components of the Support Staff:

- a. Training Aids Branch
- b. Personnel Status Report
- c. Current Course Enrollment
- d. Use of [] facilities

2. There follow items of interest not covered by the attached reports:

a. The concurrences of O&M Services and the Comptroller on the OTR T/O have been received by the Classification Division and are being forwarded to the DDA for approval this date.

b. Rooms 1 through 7, Building 14, are being evacuated this week. Rooms 8 through 11 will be evacuated in about 60 days. This does not interfere with the arrangements with I&SO to use part of this space for the period 15 September - 2 October.

c. Renovation of room 134, R&S Building, is approximately 50% completed and it is expected that it will be ready for occupancy by 8 September. The General Services Office is responsible for the completion of this project and TR(3) personnel presently occupying space in Quarters Eye Building will remain in present quarters until all work has been completed.

d. The necessary curbing and re-surfacing at the rear of Building [] is nearing completion. It is expected that this area will be open for parking within 10 days. This will provide an additional 5 parking spaces for OTR.

e. Construction work on the 2nd floor and warehouse area, R&S Building, is in progress and tentatively scheduled for completion by 14 October 1952. However, a slight delay may result from a misunderstanding between PEA and General Services Office regarding the location of the corridor connecting R&S Building and Quarters Eye.

f. Preliminary discussion concerning the use of J.O.T. positions of that office. Final arrangements for the transfer of present vouchered which was provided for in the revised T/O.

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g. To prevent confusion on the part of PDC and I&SO concerning the various categories of personnel processed for [] arrangements have been concluded with Mr. [] to permit the Personnel Office, OTR to prepare all requests for Security Clearances.

h. Arrangements have been completed for relocation of the Reading Improvement Laboratory to Wing D, 2nd floor, Alcott Hall and for Clerical Training to occupy portions of Wing C which are being vacated by Reading Improvement. All requests for alterations have been submitted.

i. A conference has been scheduled by the Budget Officer, OTR with PDC and Legal Counsel regarding compensation claims of base personnel and trainees [].

j. Approval of the Comptroller has been received for the transfer of responsibility for [] from the Resident Auditor to the Finance Officer. []. Copies of the approval are being forwarded to the [] for accomplishment of the transfer.

k. To resolve the uncertainty concerning the permissible weight load for [] the Chief, [] has determined that a load not to exceed 5 passengers or an equivalent weight of cargo may be carried in addition to installed equipment []

l. The Liaison Officer, OTR, has requested Mr. [], OP&S to arrange a meeting with representatives of the [] concerning the possibility of using [] for the construction of housing facilities for [] personnel.

m. The Liaison Officer has requested officials of the Office of Procurement & Supply, the Military Personnel Division, the Personnel Division [] and the Office of Communications to furnish lists of selected personnel to be given a security briefing []

n. The Liaison Officer has requested Mr. [] to review rental rates established for [] with a view to reducing the rates until additional items of furniture have been installed.

[]
Acting Chief, Support Staff

Attachments: As described

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